



**Position:** Grant Writing Contractor

**Reports To:** Director of Development

**Hours:** 15-20 hours per week

**Compensation:** \$28-\$30/hour

**Location:** Remote work acceptable with occasional in-person meetings (6-8/year)

**Scope of Services:**

- Draft and submit compelling grant proposals, letters of intent, supporting documentation, interim and final reports, and acknowledgements.
- Develop and manage standard reporting templates, database, and grants calendar.
- Research new grant funding opportunities
- Occasional meetings (virtual or in-person) with staff may be necessary to accomplish the required work.
- Manage post grant activities including donor acknowledgement, data entry, and reporting.

**Compensation:**

Contractor will keep careful track of hours spent on The Place business and submit an itemized invoice on a monthly basis. Billable hours will include all activities mentioned in the Scope of Services.

**Required Skills, Education and Experience:**

- Bachelor's degree in English, business, journalism, communications, or related field.
- Skilled in creating compelling written and oral communications for various audiences.
- Grant-writing experience preferred. Other professional, content writing experience acceptable.
- Proven record at being a self-starter and initiator.
- Communicates and interacts effectively and professionally with staff, management, grantors, donors, volunteers, etc.
- Demonstrates a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of communities, clients, and personnel.
- High degree of computer literacy, including Microsoft 365.
- Willingness to function as part of a team.
- Ability to prioritize and manage multiple tasks and projects.

*We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.*

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_